

### **Non-A-State Students Enrolling in an A-State Study Abroad Program**

Any individual, who is enrolled at another university and is seeking to enroll in an A-State Study Abroad course, must follow the necessary steps below in order to join the A-State Study Abroad program.

#### Application

- The student must apply for admission to Arkansas State University as a non-degree/visiting student and must be admitted to the university, following the university's admission requirements.
- Upon receiving admission to the university, the student must fill out the Study Abroad application on the Study Abroad Office's website. Please note that admission to the university does not guarantee admission to the Study Abroad program.
- The Study Abroad Office will have to verify that the individual's GPA at the home institution is a 2.5/4.0 and that the student has no outstanding disciplinary or Title IX offenses with the home institution.
- If the student meets the GPA requirement and is cleared by their home institution, the student will be approved to go on the A-State Study Abroad program and will be required to submit all documents that are required by all students.

#### Enrollment

- The student must enroll in the Study Abroad course for credit.
- The student must complete all coursework assigned to the course.
- Upon completion of the course, the students will be issued a grade by the instructor of the Study Abroad program.
- At that point, the student may request that their transcript be sent to their home institution to be awarded credit at their home institution.

#### Fees

- A visiting student is expected to pay the same program fee as all students on the trip.
- In addition, a visiting student will be charged the appropriate tuition and fees (in-state or out-of-state) for the course based upon the course level and amount of hours the course is offering.

#### Support

- The visiting student will be treated like any other student and is able to seek an appointment via face to face, phone call, email, or Skype with the Study Abroad Office at any point.
- The visiting student will be required to attend the pre-departure orientation for the program, preferably in person, but if not via Zoom or Skype.
- The visiting student will be required to enroll in A-State's Study Abroad insurance.
- The visiting student must abide by all A-State policies and the specific Study Abroad program's policies while on the trip.